

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814

October 14, 1977

ALL-COUNTY LETTER NO. 77-44 (Fin. Mgmt. Services)

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study and claiming instructions for the October-December 1977 quarter. Included are time study instructions for SSI/SSP, Title IV-D, Without Regard to Income, and Title XX Child Care. Also included is information on administrative expense claim forms that have been modified to reflect claiming modifications relative to the attached instructions, Social Services Appeals/Fair Hearing, Title IV-D Plans of Cooperation, and Emergency Welfare Preparedness. Revised forms will be forwarded under a separate cover.

The following administrative expense claim forms relative to the above changes are to be used to complete the December 1977 quarter claim.

<u>Form</u>	<u>Revision Date</u>
DFA 46	10/77
DFA 47	10/77
DFA 43	10/77
DFA 49	10/77
DFA 327.1	10/77
DFA 327.3	10/77
DFA 327.4	10/77
DFA 327.5	10/77
DFA 327.6	10/77
DFA 327.7	10/77
DFA 327.8	10/77
DFA 327.9	10/77

SSI/SSP

Effective October 1, 1977 no time is to be recorded to the SSI/SSP program, Line H1 on the DFA 43. The Adult Program Management Branch of the Department of Benefit Payments (DBP) will be requesting the case folders from the counties and will conduct the case reviews. Prepaid mailers will be sent in conjunction with the requests from DBP.

Time spent responding to requests from Social Security District Offices is to be charged to OCOP.

Title IV-D Time Study Instructions

In order to establish time study procedures in anticipation of changes in federal reimbursement for IV-D activities, the DFA 49, Child Support Worker Time Study, and the DFA 327.8, Child Support Time Summary, Function Allocation Ratios, and Cost Distribution forms have been modified to separately identify time spent on AFDC related and non-AFDC related IV-D activities.

The following criteria should be used when separating AFDC and non-AFDC related time.

1. AFDC related time is time spent in IV-D activities related to the collection of:
 - a. assigned child support (current or arrearage) for AFDC cases,
 - b. child support (current or arrearage) for discontinued AFDC cases within the three month period following discontinuance provided an assignment was in effect prior to discontinuance, and
 - c. assigned child support arrearages for discontinued AFDC cases.
2. Non-AFDC related time is time spent in IV-D activities related to the collection of:
 - a. child support (current or arrearage) for non-AFDC cases which have not received AFDC since September 30, 1975 or have never received AFDC, provided a non-AFDC application for IV-D services has been completed,
 - b. child support (current or unassigned arrearage) for discontinued AFDC cases after the three-month period following discontinuance provided a non-AFDC application for IV-D services has been completed, and
 - c. child support (current or arrearage) for federally ineligible AFDC-BHI cases provided a non-AFDC application for IV-D has been completed.

Without Regard to Income - WRTI

This category has been revised to include time spent providing the following services to all individuals regardless of their income.

1. Family Planning Services

If delivered toward the goal of protection, this service may be provided on a "without regard to income" basis to recipients currently receiving child protective services or court ordered out-of-home care services for children.

2. All Other Services

This category of services include Information/Referral Services and Protective Services. Also included are other Title XX services as provided for in the state and county social services plan if delivered toward the goal of protection.

Without Regard to Income has been added as a category of social services costs on the DFA 327.5, Social Services Expenditures - Part IV.

Title XX Child Care

Federal reporting requirements no longer mandate that time spent providing or arranging for child care services be separately identified; therefore, the DFA 46-Social Services Worker Time Study and the DFA 47-Social Services Time Summary have been modified to allow the time spent providing or arranging for child care to be charged to "All Other Services." Corresponding changes have also been made on the DFA 327.6, Social Services Fund Distribution Report.

Reporting Reminders

1. IV-D Time

Only those IV-D activities to be performed by the county welfare department, as outlined in the county's Title IV-D Plan of Cooperation, are to be claimed on the county administrative expense claim.

2. Social Services Appeals/Fair Hearing

This activity is to be performed by either a social services fair hearing officer or a services worker. However, a waiver to perform split function may be requested from DBP should the county determine it administratively infeasible to assign a social services fair hearing officer and an income maintenance fair hearing officer. Prior approval must be obtained before reimbursement can be provided from any state or federal source for an income maintenance fair hearing officer who also performs social services appeals/fair hearing activities.

Appeals/fair hearing time spent on the denial of Homemaker/Chore Services is to be charged to SSI/SSP, Line B2 - All Other Services on the DFA 46.

3. Emergency Welfare Preparedness

This reaffirms that counties may claim federal financial participation for development and planning activities for emergency welfare preparedness. Such activities must relate to emergency welfare situations resulting from natural disasters, civil disorders and enemy caused disasters. The costs of emergency welfare preparedness activities are a part of general administrative overhead and should be allocated to all programs.

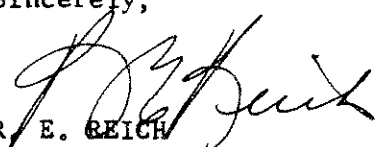
Boarding Home Licensing (BHL)

The July-September 1977 quarter county welfare administrative expense claim letter, dated September 26, 1977, contained incorrect instructions relative to the fiscal year allocation. Counties will be paid for actual BHL expenditures up to each individual county's allocation for "Fiscal Year 1977/78."

Fiscal Year 1976/77 BHL expenditures will continue to be paid at a rate of \$100 per licensed facility.

If you have any questions concerning this letter, please contact Judy Thompson or Laura Williams at 916/445-7046.

Sincerely,



R. E. REICH
Deputy Director

cc: CWDA